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Data Collection Inquiry

Section 7.6 - History Tab

Section 7.6 FUNCTIONS MENU Data Collection Inquiry History Tab

Issue Date: March 26, 2001

Revised: March 15, 2002

Purpose	This section provides the procedures for Timekeepers and Employees to inquire on the action taken (approved, audited, certified, released, etc.) on an employee's time by using the History tab window.
Tab	History
Reminders	The History tab is accessed through the Functions, Data Collection Inquiry items on the menu bar.
References	No Specific References

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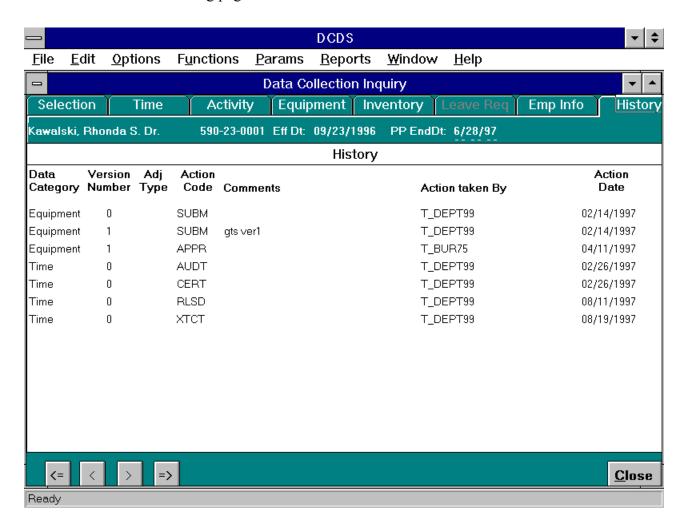
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Data Collection Inquiry

Section 7.6 - History Tab

History Tab

The History window displays actions that have been taken against an employee's time information once it has been submitted. Click on the History tab to display the information. The fields displayed are described on the following page.



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Section 7.6 - History Tab

History Tab

The following information is displayed:

Field Name	Description
Data Category	The data collection category (Time, Activity, Equipment).
Version Number	A zero (0) displays for the original (first) timesheet submitted. A version number (1, 2, 3, etc.) displays for any timesheets that have been changed through the Modify button after submission.
Adj Type	An Adjustment Type displays to indicate if the timesheet has been adjusted after it has been processed.
Action Code	Code that indicates the action that has been done SUBM - Submitted CERT - Certified AUDT - Audited RLSD - Released XTCT - DCDS extracted and sent to other system(s) PROC - Processed
Comments	Comments reported by the user who performed the action.
Action Taken By	The User ID of the person who performed the action.
Action Date	The date the action was done.